TUITION AND FEES POLICY

Fundamental to the community college philosophy is the concept that quality education be available at low cost.

Tuition and fees are due and payable at the time of registration. The formulation of regulations regarding payment of tuition and fees is the responsibility of the Vice President of Administration.

Tuition

<table>
<thead>
<tr>
<th></th>
<th>Beginning Fall 2020</th>
<th>Beginning Fall 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Resident (per billable contact hour)</td>
<td>$114.50</td>
<td>$116.75</td>
</tr>
<tr>
<td>Non-Resident (per billable contact hour)</td>
<td>$203.50</td>
<td>$207.50</td>
</tr>
<tr>
<td>Out-of-State/International</td>
<td>$226.50</td>
<td>$231.00</td>
</tr>
<tr>
<td>(per billable contact hour)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Resident Student Apprentices</td>
<td>Resident Rate</td>
<td>Resident Rate Rate</td>
</tr>
<tr>
<td>(per billable contact hour)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Credit Instruction, including Continuing Education Units (C.E.U.'s)</td>
<td>Rates vary</td>
<td>Rates vary</td>
</tr>
<tr>
<td>Miscellaneous Fees</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Technology Fee (per billable contact hour)</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Registration (per student for each semester registering)</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Graduation - Expenses Cap, Gown, and Tassel Cost</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>Laboratory Fees</td>
<td>Fees vary according to the class</td>
<td></td>
</tr>
<tr>
<td>Special Fees (Required costs for specific materials, rentals, testing, etc.)</td>
<td>Fees vary according to the class/program</td>
<td></td>
</tr>
<tr>
<td>Transcript, per copy</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Credit by Exam Fee (Non-refundable) – 1 contact hour</td>
<td>$35.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>2 or more contact hours</td>
<td>$70.00</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

*Residency Status

A. Tuition will be assessed and collected according to the residency status of the student on the first day of the semester or the first day the student is officially enrolled after the first day of the semester.

B. Resident rates will be assessed in cases where:

1. The student is covered by a reciprocal agreement in which Monroe County Community College is a participant.

2. The student, or parents of a dependent student, who own(s) either property or a business which is located within Monroe County (Michigan).

3. The student’s tuition is paid by his or her employer and either the student or the employer is considered a county resident. (An employer is considered a county resident if that employer operates a business, or branch thereof, within Monroe County (Michigan).

4. The student’s tuition is being paid by his or her high school via Michigan Dual Enrollment.

5. The student is considered a resident, as defined below:
Tuition and Fees Policy 3.05, page 2

a. The residence of a student who is a minor follows that of his/her parent or legal guardian.

b. A person may qualify as a resident by residing: 1) six (6) months within the State of Michigan, and 2) thirty (30) days within a Monroe County (Michigan) precinct. If a person moves to another precinct within the county, he/she is still considered a resident of the county.

c. A person on active duty in the Armed Services of the United States, who has met the residence requirements in "b." above, may register as a resident of the District.

In cases where the residency of a student is considered in doubt, the student could be asked to provide proof in the form of: 10 up-to-date voter registration card, 2) a vehicle registration form (pre-printed by the Secretary of State), 3) a driver’s license, 4) an official communication from a municipal official indicating how long the student has resided in the county.

6. Foreign nationals who are admitted to the College are considered out-of-state residents for tuition rates, regardless of length of residency within the district or state.

C. Variation concerning individual cases in regard to these regulations should be directed to the Registrar.

Residency Determination

Based upon adopted Board Policy and in conformance with State statutes, the Vice President of Administration will make a determination of residency status in the event that an adjudication is necessary.

Refund of Tuition and Fees

The following is the standardized policy established by the College for refunds of tuition and fees.

A. A tuition refund computation is not necessarily based on the amount paid, but rather, on the total amount of tuition and fees assessed (except as exempted below).

B. Tuition

1. If class, course, program, or seminar is completed within 1 – 13 days:

   Students will receive a 100% refund when withdrawing prior to the day of the first class meeting. No refund will be issued after this time.

2. If class, course, program, or seminar is completed within 14 – 63 days:

   a. Credit Hour Instruction

      Students will receive a 100% refund when withdrawing on the first or second business day of the semester. Students withdrawing on the third or fourth business day of the semester will receive a 50% refund. No refunds will be issued after this time.

   b. Non-Credit Instruction

      Students will receive a 100% refund when withdrawing prior to class or within the first week of the semester. Students withdrawing during the second week of the semester will receive a 50% refund. No refunds will be issued after this time.

      This category shall apply to all noncredit open lab courses.
3. If class, course, program, or seminar is not completed until 64 or more days:

   a. Credit Hour Instruction

     Students will receive a 100% refund when withdrawing prior to class or within the first week of the semester. Students withdrawing during the second week of the semester will receive a 50% refund. No refunds will be issued after this time.

     Refund for credit hour open lab courses is computed from the date the student begins the lab or the first day of the semester, whichever comes later.

     NOTE: The first week of the semester for credit hour instruction begins with the first day of the semester (not necessarily the first class meeting) and ends six calendar days thereafter.

   b. Non-Credit Instruction

     Students will receive a 100% refund when withdrawing prior to class or within the first week of classes. Students withdrawing during the second week of classes will receive a 50% refund. No refunds will be issued after this time.

     NOTE: The first week of classes for noncredit instruction begins with the first class meeting and ends six calendar days thereafter.

C. Fees

1. Technology fees are refunded on the same basis as contact hour tuition.

2. Lab fees and special fees are not refundable beginning with the 50% tuition refund period. (Some Math courses have fees that are not refundable after the class has met.)

3. Registration fee is not refundable.

No refunds will be made for amount or dates other than those stated above and no exceptions to the policy are made for students who enter late. Refund adjustments for exceptional circumstances such as death in immediate family, serious illness, hospitalization, or date adjustments for business vs. calendar days will be taken into consideration and shall only be made by the Vice President of Administration or one of his/her designees: the Director of Financial Services, the Registrar, or the Division Director for Corporate and Community Services. In such cases, the student should notify College authorities as soon as possible.